CITY OF MILPITAS RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION

SPECIAL MEETING JANUARY 9TH, 2004; 1:30 PM 23787 EICHLER ST. STE. E SITE VISIT HAYWARD, CA 94545

For further information call Elizabeth Koo (408) 586-3353 or Andrew Mason (510) 412-5304 CASUAL DRESS

I. ROLL CALL

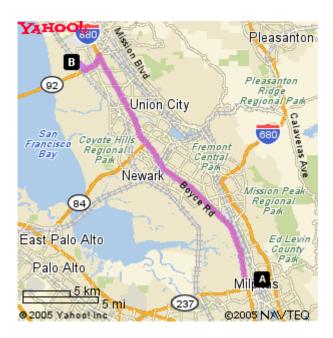
II. TOUR OF SIMS-GROUP: E-WASTE RECOVERY FACILITY

III. ADJOURNMENT

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Directions: From Milpitas City Hall

- 1. Travel west bound on Calaveras Blvd.
- 2. Take I-880 North towards Oakland.
- 3. Take the Jackson St/CA-92 exit towards Chabot College/San Mateo Br.
- 4. Merge on CA-92 West.
- 5. Take the Industrial Blvd. exit.
- 6. Turn left on Industrial Blvd.
- 7. Turn left on Depot Rd.
- 8. Turn right on Eichler St.
- 9. Arrive on-site. Meet in the main office.



CITY OF MILPITAS RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION MEETING JANUARY 27, 2004 7:00 P.M.

455 E. CALAVERAS BLVD, MILPITAS CA 95035 COMMITTEE CONFERENCE ROOM

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES: October 28, 2003 and January 9, 2004
- III. PUBLIC INPUT

Members of the audience are invited to address the Recycling and Source Reduction Advisory Committee on any subject not on tonight's agenda. Speakers must state their name and address for the Secretary's record, and limit their remarks to under two minutes. As an item not on the agenda, no response is required of City staff or the Committee; however, the Committee may place the item on the agenda for a future meeting.

- IV. ANNOUNCEMENTS
- V. APPROVAL OF AGENDA
- VI. OLD BUSINESS
 - 1. ODOR COORDINATION UPDATE
 - 2. DIVERSION UPDATE
- VII. NEW BUSINESS
 - 1. BFI CUSTOMER REPORT
 - 2. FACILITY TOURS
 - SIMS GROUP ELECTRONIC RECYCLING FACILITY
 - FUTURE TOURS
- VIII. STAFF ACTIVITIES
 - 1. SOLID WASTE DIVERSION ACTIVITIES
- IX. ROUNDTABLE / ANNOUNCEMENTS
- X. FUTURE AGENDA ITEMS
- XI. ADJOURNMENT

1. ODOR COORDINATION UPDATE

BACKGROUND: In October 2003, Council approved a motion for all odor generating sources and enforcement agencies to prepare an action plan for a solution to odor incidents generated by any source. Recent key developments include a revised outreach plan that includes distribution of odor complaint guidelines to residents in the northern part of the City, partial implementation of a rapid notification program to provide real time odor event advisories to potential odor source contacts for immediate corrective action, review of the legislative odor control regulatory history to identify areas of regulatory inconsistencies for improvement, site visits to review odor control processes at each potential odor site, coordinated regulatory efforts to accelerate implementation of best management practices, and requests for proposals for odor control advisory services. A draft odor control plan is included in the RSRAC packet.

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. **DIVERSION UPDATE**

BACKGROUND: The California Waste Integrated Management Act of 1989 required all cities to reduce disposal to landfills by 50% by the year 2000. The state has recently released the 2002 taxable sales data and industrial employment information allowing cities to calculate diversion rates for their jurisdictions. It has been determined that the 2002 diversion rate for Milpitas is 47%. This is a decrease from the 2001 diversion rate of 52%. Percentages are calculated based upon a state formula considering population, sales tax, and employment which is used to estimate total potential waste generation. The decrease in diversion is directly related to the formula, specifically the decrease in sales tax amount from \$1.35M to \$1.15M.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VII. NEW BUSINESS

1. BFI CUSTOMER REPORT

BACKGROUND: BFI recently submitted an annual contractual survey of commercial recycling customers. The survey was conducted by an independent party (Environmental Studies Department at San Jose State University). A list of standard questions centered on the quality of garbage and recycling services to gage customer satisfaction levels. In 2003, customer satisfaction increased in all areas except for BFI Customer Service personnel courtesy and helpfulness, which decreased from a total of 75% to 54% in 2002 to 2003, respectively in the good or excellent responses. Staff will work with BFI to target improvements in this area. A copy of the survey is included in the RSRAC packet.

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. FACILITY TOURS

BACKGROUND: A tour of the SIMS Recycling Solutions de-manufacturing facility in Hayward was conducted on January 9, 2004. The facility handles end-of life (EOL) electronic goods. Offloaded inbound goods are sorted by type, screened to access potential for reuse and then tested to confirm operation. Computer systems and other electronics are dismantled by hand, placed in appropriate containers for recycling and moved to storage for shipment to their ultimate recycling destination. Components and material from EOL de-manufactured goods are shipped to specific end markets depending upon their use. Ferrous metal recovery end-users

include steel and foundry industries. Non-ferrous metal recovery end-users include refineries and smelters.

A future tour of SIMS Metal processing facility in San Jose which processes and sorts metal may be considered by RSRAC.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VIII. STAFF ACTIVITIES

1. SOLID WASTE DIVERSION ACTIVITIES

BACKGROUND: Recent program work areas since the October 28, 2003 meeting include:

- Advertising placed and room scheduling provided for the Backyard Composting Workshop held 10/18/03;
- Began planning for the 4/03/04 Compost Giveaway with BFI;
- Provided \$1,500 contribution to the Bay Area Recycling Outreach Coalition for its regional 2004 'Shop Smart/Buy Recycled Paper' campaign, to be conducted 3/15-28/04;
- Continued unit development for the MUSD Middle School expansion of the Recycling & Composting Project;
- Attended Elementary School Science Specialists' meeting;
- Began coordination to support awards at the MUSD Science Fair on 4/06/04;
- Revised script to offer recycling assemblies to elementary schools to include "Bottles & Cans" messages, per grant requirements from the State's Dept. of Conservation, Division of Recycling;
- Appropriated fiscal year 2004 State DOC grant funding of \$17,977 to support "Bottles & Cans" messages in the schools;
- Conducted school beautification event at Rose Elementary, 10/25/03
- Coordinated reusable art activity with Rose Elementary to decorate a "reusable holiday tree" exhibited at City Hall as part of the Tree Lighting Ceremony;
- Revamped in-house battery recycling program for City facilities, including coordinating collection with Phillips Transportation;
- Participated at one BFI customer service training session, with a focus on active listening and dealing with difficult customers, on 12/04/03;
- Printed Junk Mail Reduction brochure for mailing in late-January 2004;
- Began Senior Rate Discount outreach for implementation in January 2004;
- Reviewed and monitored BFI's outreach for holiday collection schedules and tree recycling
- Distributed County *Builder's Reuse & Recycling Guide* to City building inspectors, permit counter and staff involved with the plan check process.
- Attended County TAC meetings.

RECOMMENDATION: Note receipt and file.

IX. ROUNDTABLE / ANNOUNCEMENTS

X.	FUTURE AGENDA ITEMS
XI.	ADJOURNMENT
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RASRAC January 27, 2004

- 1. Agenda January 27, 2004
- 2. Unapproved Minutes for October 28, 2003 and January 9, 2004
- 3. Item #1: Draft Odor Action Plan
- 4. Item #2: BFI Customer Report.
- 5. Item #3: Staff Activities: Senior Rate Discount flyer, BFI Holiday doorhanger and curbside pickup schedule and Reusable & Wet Newsletter.

CITY OF MILPITAS RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION

SPECIAL MEETING MARCH 19TH, 2004; 1:30 PM 1800 MONTEREY HIGHWAY SAN JOSE, CA 95112

For further information call Elizabeth Koo (408) 586-3353 or Edward Ortega (408) 494-4250 CASUAL DRESS

I. ROLL CALL

II. TOUR OF SIMS-GROUP: METAL PROCESSING FACILITY

III. ADJOURNMENT

Directions: From Milpitas City Hall

- 1. Travel east bound on Calaveras Blvd.
- 2. Take I-680 south towards San Jose.
- 3. Continue on I-280 North towards downtown San Jose.
- 4. Take the 7th St/CA-82 exit.
- 5. Continue on Margaret St/Way
- 6. Margaret St/Way becomes S. 5th Street.
- 7. Turn left on E. Reed Street.
- 8. Turn left on S. First St./Market St.
- 9. Continue on S. 1st St.
- 10. Continue on Monterey Rd/S. 1st St.
- 11. Arrive on-site.



CITY OF MILPITAS RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION MEETING APRIL 27, 2004 7:00 P.M.

457 E. CALAVERAS BLVD, MILPITAS CA 95035 RMS. 7 & 8

I. ROLL CALL

II. APPROVAL OF THE MINUTES: January 27 and March 19, 2004

III. PUBLIC INPUT

Members of the audience are invited to address the Recycling and Source Reduction Advisory Committee on any subject not on tonight's agenda. Speakers must state their name and address for the Secretary's record, and limit their remarks to under two minutes. As an item not on the agenda, no response is required of City staff or the Committee; however, the Committee may place the item on the agenda for a future meeting.

- IV. ANNOUNCEMENTS
- V. APPROVAL OF AGENDA
- VI. OLD BUSINESS
 - 1. ODOR COORDINATION UPDATE
 - 2. 2002 DIVERSION UPDATE
 - 3. NON-DISPOSAL FACILITY ELEMENT (NDFE) FOR ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)
 - 4. FACILITY TOUR SIMS METAL PROCESSING FACILITY

VII. STAFF ACTIVITIES

- 1. SOLID WASTE DIVERSION ACTIVITIES
- IX. ROUNDTABLE / ANNOUNCEMENTS
- X. FUTURE AGENDA ITEMS
- XI. ADJOURNMENT

1. ODOR COORDINATION UPDATE

BACKGROUND: City staff continues to coordinate with odor generating sources and enforcement agencies to prepare an action plan for a solution to odor incidents generated by any source. Recent key developments include completed execution of consultant agreement with Cal Recovery, site visit to Newby Island landfill and compost facility to discuss and observe odor control best management practices, real time odor event advisories by Bay Area Air Quality Management District to City staff, Local Enforcement Agency, and possible odor generators including Brown and Ferris Industries Landfill and Compost, Zanker Landfill and Compost, San Jose/Santa Clara Water Pollution Control Plant, Cargill and Los Esteros Power Plant, and written request by City staff to potential odor sources requesting that they document and provide a list of Best Management Practices currently in use or planned

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. 2002 DIVERSION UPDATE

BACKGROUND: The California Integrated Waste Management Board released the 2002 taxable sales data and industrial employment information allowing cities to calculate diversion rates for their jurisdictions. Percentages are calculated based upon a state formula considering population, sales tax, and employment which is used to estimate total potential waste generation. It has been determined that the 2002 diversion rate for Milpitas is 47%. This is a decrease from the 2001 diversion rate of 52%. The decrease is primarily attributed to a decrease in the sales revenue which is used in the diversion calculation. A review of 2002 Santa Clara County disposal reports indicate that 69% of the cities were above the 50% state-mandated percentage and 31% were below this level. Milpitas ranked #8 with 67% of jurisdictions reporting higher diversion rates and 33% indicating lower diversion rates. The 2001-2002 Santa Clara Diversion Rate spreadsheet is included in the agenda packet.

RECOMMENDATION: Discuss as needed. Note receipt and file.

3. NON-DISPOSAL FACILITY ELEMENT (NDFE) FOR ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

BACKGROUND: A public hearing is scheduled on April 20, 2004 for Council approval of a Non-disposal Facility Element (NDFE) amendment to identify a recycling facility located in Milpitas. The original Santa Clara NDFE was adopted by the County of Santa Clara, and 13 cities and towns in the County including Milpitas, through Resolution 5387, in 1994. EMS is the first non-disposal facility in Milpitas. The firm collects and sorts material from construction sites for reuse. The facility is required to apply and receive a State Solid Waste Facility permit in order to continue to operate. State law requires that any jurisdiction that will be the site of a new non-disposal facility, such as EMS, first adopt an NDFE amendment identifying the facility as part of the NDFE in order for a State Solid Waste Facility Permit to be issued for that site. The NDFE resolution is included in the agenda packet.

RECOMMENDATION: Discuss as needed. Note receipt and file.

4. FACILITY TOUR – SIMS Metal Processing Facility

BACKGROUND: A tour of the SIMS Metal Processing facility in San Jose was conducted on March 19, 2004. The facility is set up to recover and process scrap ferrous metal products such as stainless steel, copper and iron. Material is accepted from and sold to the general public, commercial businesses and other recyclers. Material is separated with the use of both manual

and machine labor and then stored in different on-site locations until it is sold or transferred to other SIMS facilities in Redwood City or Richmond for shipping.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VII. STAFF ACTIVITIES

1. SOLID WASTE DIVERSION ACTIVITIES

BACKGROUND: Recent program work areas since the January 27, 2004 meeting include:

- Advertising placed and room scheduling provided for the Backyard Composting Workshop held 3/20 and 4/17/04;
- Held City of Milpitas/BFI Compost Giveaway on 4/3/04. 1462 bags of compost was distributed to residents;
- Continued unit development for MUSD Middle School expansion of the Recycling and Composting Project;
- Attended Elementary School Science Specialists' meeting;
- Coordinated award metal and ribbons at the MUSD Science Fair on 4/06/04;
- Coordinated Earth Day Celebration on 4/17/04;
- Began planning for participation in Global Village Faire on 5/1/04;
- Revised script for Earthcapades Environmental Vaudeville recycling assemblies to elementary schools to include "Bottles & Cans" messages, per grant requirements from the State's Dept. of Conservation, Division of Recycling;
- Participated at two BFI customer service training sessions, with a focus on active listening and dealing with difficult customers, on 3/12/04;
- Mailed *Junk Mail Reduction* brochure in late-January 2004;
- Printed Reusable News and mailed to residents in early April 2004;
- Printed *Recycling Review* to be mailed out to businesses in April 2004;
- Held Senior Rate Discount outreach and sign-up event on 1/26/04;
- Attended County Public Education Meetings;
- Attended County Solid Waste TAC meetings.

RECOMMENDATION: Note receipt and file.

- IX. ROUNDTABLE / ANNOUNCEMENTS
- X. FUTURE AGENDA ITEMS
- XI. ADJOURNMENT

RASRAC April 27, 2004

- 1. Agenda April 27, 2004
- 2. Unapproved Minutes for January 27, 2003 and March 19, 2004
- 3. Item #1: 2001 2002 Santa Clara Diversion Rates Spreadsheet
- 4. Item #2: NDFE Resolution
- 5. Item #3: Staff Activities: Junk Mail Reduction Brochures, Reusable & Wet Newsletter

AMENDMENT

CITY OF MILPITAS RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION MEETING JULY 27, 2004 7:00 P.M. 457 E. CALAVERAS BLVD, MILPITAS CA 95035 RMS. 7 & 8

I. ROLL CALL

II. APPROVAL OF THE MINUTES: April 27, 2004

III. PUBLIC INPUT

Members of the audience are invited to address the Recycling and Source Reduction Advisory Committee on any subject not on tonight's agenda. Speakers must state their name and address for the Secretary's record, and limit their remarks to under two minutes. As an item not on the agenda, no response is required of City staff or the Committee; however, the Committee may place the item on the agenda for a future meeting.

IV. ANNOUNCEMENTS

1. COMMISSIONER RESIGNATION – JOHN ARMANDO

V. APPROVAL OF AGENDA

VI. OLD BUSINESS

1. ODOR CONTROL COORDINATION UPDATE

VII. NEW BUSINESS

- 1. CONTRACT EXTENSION & STREET SWEEPING SERVICES
- 2. HOUSEHOLD HAZARDOUS WASTE EVENT SUMMARY
- 3. E-WASTE RECYCLING PROGRAMS

VIII. STAFF ACTIVITIES

1. SOLID WASTE DIVERSION ACTIVITIES

IX. ROUNDTABLE / ANNOUNCEMENTS

X. FUTURE AGENDA ITEMS

XI. **ADJOURNMENT**

1. ODOR CONTROL COORDINATION UPDATE

BACKGROUND: City staff continues to coordinate with odor generating sources and enforcement agencies to implement the odor action plan. Recent key developments include site visits with facility staff and odor consultants to Cargill and Zanker landfill and compost facility to discuss and observe odor control best management practices and continued coordination with the Bay Area Air Quality Management District (BAAQMD), Local Enforcement Agency (LEA), and possible odor generators including Browning Ferris Industries Landfill and Compost facility, Zanker Landfill and Compost facility, San Jose/Santa Clara Water Pollution Control Plant, Cargill and Los Esteros Power Plant. Staff was also invited to attend a tour of the salt ponds that are to be included in the South Bay Salt Pond Restoration Project. This project involves restoring formerly-owned and managed Cargill salt ponds back to their natural state as a publicly-accessed wetland preserve. Staff is working with a consultant on an odor control contingency plan.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VII. NEW BUSINESS

1. CONTRACT EXTENSION & STREET SWEEPING SERVICES

BACKGROUND: On April 20, 2004, the City Council authorized staff to extend the BFI franchise agreement for a ten-year period. BFI will provide no cost street sweeping services during the calendar years 2004-2008. City will negotiate service improvements including potential single stream single family residential recycling into the extended contract. A contract extension and new rate adjustment will be presented at a future Council session for approval.

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. HOUSEHOLD HAZARDOUS WASTE EVENT SUMMARY

BACKGROUND: On June 26, 2004, the annual Household Hazardous Waste (HHW) event was held for the first time at the Milpitas High School parking lot. This mobile event, organized through the County's HHW program in conjunction with hosting jurisdictions, allows a safe disposal alternative for residential hazardous waste. The event attracted 431 participants of which 254 were Milpitas residents. There was an increase in turnout of over 50% over the previous year (278 participants of which 160 were Milpitas residents).

RECOMMENDATION: Discuss as needed. Note receipt and file.

3. E-WASTE RECYCLING PROGRAMS

BACKGROUND: Hewlett Packard and Office Depot have partnered together to provide the country's first free, nationwide, in-store electronics recycling program. This program, which will be available at all of Office Depot's 850 retail locations in the continental United States, will accept a broad range of information technology and digital entertainment products from any manufacturer, including desktops, notebooks, keyboards, mice, printers, scanners, handhelds, digital cameras, fax machines, desktop copiers, flat panel displays, monitors, TVs (27" or smaller), TV/VCR combos and cell phones. Recycled products will be processed into material that will be used to make new products. The program will run from July 18 through September 6, 2004. Full program details can be found at the following websites: www.officedepot.com or www.hp.com.

Dell has also taken steps towards recycling by modifying its e-waste recycling program to include free front-door pickup of old computers upon purchase of a new Dell system. The service is designed to recycle up to two items: 1) computer (which would include keyboard, mouse and speakers) and 2) a monitor. Full program details can be found at www.dell.com.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VIII. STAFF ACTIVITIES

1. SOLID WASTE DIVERSION ACTIVITIES

BACKGROUND: Recent program work areas since the April 27, 2004 meeting include:

- Wrote Dept. of Conservation, Division of Recycling (DOC) funding request and received notice of \$18,052 award. Funds will be applied to recycling of California Redemption Value (CRV) bottles and cans, pending receipt;
- Confirmed distribution of compost giveaway bags is 1,994. City of Milpitas/BFI Compost Giveaway was held on 4/3/04 with a "follow-up" giveaway on 4/17/04, both conducted at the BFI Recyclery.
- Provided full environmental booth at Milpitas Global Village Faire, 5/01/04;
- Designed and placed residential recycling information in the May 2004-05 Milpitas Yellow Pages;
- Participated at two BFI customer service training sessions, with a focus on active listening, dealing with difficult customers, and a "quiz" of residential service details: Landfill Scale Operators' session on 3/12/04; and, Customer Service Representatives' on 6/17/04.
- Provided staff and multi-lingual information about recycling at the Selwyn Park Grand Reopening on June 19;
- Provided staff and multi-lingual information about recycling at the VTA Grand Opening for the Great Mall Station on June 23;
- Placed DOC advertising promoting CRV recycling in the summer edition of the Milpitas Connection;
- Coordinated advertising and citywide residential door hanger, distributed 6/14/04, about the County's Household Hazardous Waste Collection Event on June 26;
- Citywide residential door hanger distribution about odor complaint process, 6/28/04; and, advertisement placement in the summer edition of the Milpitas Connection;
- Continued unit development for MUSD middle school expansion of the Recycling and Composting Project. Target roll-out to teachers is the week of Sept. 20;
- Began interdepartmental coordination to combine anti-graffiti and recycling service messages in this fiscal year;
- Updated advertising and confirmed scheduling to support the Santa Clara County's Home Composting Education Program's Backyard Composting Workshop offered third Saturdays (March October) at the Milpitas Community Center;
- Reviewed and provided analysis for BFI marketing and service recommendation for the Commercial Recycling Program;
- Began research of commercial recycling routes and accounts to establish promotions objectives that assist meeting program performance measures;
- Conducted City/BFI monthly coordination meetings, including tracking response and resolution for agenda itema;
- Attended County Public Education Meetings;

• Attended County Solid Waste TAC meetings.

RECOMMENDATION: Note receipt and file.

- IX. ROUNDTABLE / ANNOUNCEMENTS
- X. FUTURE AGENDA ITEMS
- XI. ADJOURNMENT

RASRAC July 27, 2004

- 1. Agenda July 27, 2004
- 2. Unapproved Minutes for April 27, 2004
- 3. Item #1: Staff Activities: Odor and HHW doorhangers and advertisements

CITY OF MILPITAS RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION MEETING OCTOBER 26, 2004 7:00 P.M.

455 E. CALAVERAS BLVD, MILPITAS CA 95035 COMMITTEE CONFERENCE ROOM

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES: July 27, 2004
- III. PUBLIC INPUT

Members of the audience are invited to address the Recycling and Source Reduction Advisory Committee on any subject not on tonight's agenda. Speakers must state their name and address for the Secretary's record, and limit their remarks to under two minutes. As an item not on the agenda, no response is required of City staff or the Committee; however, the Committee may place the item on the agenda for a future meeting.

- IV. ANNOUNCEMENTS
 - 1. NEW COMMISSIONER
- V. APPROVAL OF AGENDA
- VI. OLD BUSINESS
 - 1. CONTRACT EXTENSION
 - 2. ODOR CONTROL COORDINATION UPDATE
- VII. NEW BUSINESS
 - 1. COMMISSION TERM
 - 2. 2003 DIVERSION RATE
- VIII. STAFF ACTIVITIES
 - 1. SOLID WASTE DIVERSION ACTIVITIES
- IX. ROUNDTABLE / ANNOUNCEMENTS
- X. FUTURE AGENDA ITEMS
- XI. ADJOURNMENT

1. CONTRACT EXTENSION UPDATE

BACKGROUND: In April 2004, City Council approved a 10-year extension of the solid waste franchise agreement. In conjunction with this extended agreement are a 4-year, no-cost street sweeping service and several service program improvements. The contract extension and a new rate adjustment will be presented at an upcoming Council session.

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. ODOR COORDINATION UPDATE

BACKGROUND: Recent developments in the odor coordination efforts include a draft significant odor incident (SOI) response plan. This component of the odor action plan was developed in the event of a SOI occurrence. An SOI refers to a condition wherein there is an episode of high frequency or significant intensity. In such an event, a series of coordinated efforts between the Bay Area Air Quality Management District (BAAQMD), City of San Jose Local Enforcement Agency, City of Milpitas and several stakeholders occurs in order to mitigate and/or isolate the cause of the incident to prevent further occurrences.

Additional developments in odor control efforts include the implementation of increased oversight by stakeholders and operational revisions by regulatory agencies to manage potential incidents. Specifically, Browning-Ferris Industries has included the use of weather data to make operational adjustments while BAAQMD has streamlined the complaint process to bypass interviews with complainants before tracing the source of the odor. The most recent version of the odor action plan which is continuously being updated is included in the agenda packet.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VII. NEW BUSINESS

1. COMMISSION TERMS

BACKGROUND: Terms for commissioners Jo Lynn Andrade-Bunnell, Steve Ybarra, and Patrick Yung (alternate) will expire by the end of October 2004. Section three of the Recycling and Source Reduction Advisory Commission By-Laws specifies that the term of office is three years for commissioners and two years for alternates. Term lengths are contingent upon reappointment or appointment of a successor. Members may apply for reappointment by submitting a letter or e-mail of interest to the Mayor with a copy to the Commission Chair or with a voicemail message. Members who do not wish to continue serving in their capacity should also submit these requests to the appropriate individuals. A copy of the commission bylaws is included in the agenda packet.

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. 2003 DIVERSION RATE

BACKGROUND: The Annual Report filling date for the 2003 Annual Report has been extended to allow for the state Board of Equalization's release of complete taxable sales data for 2003. Until all of the adjustment factors are available, the Electronic Annual Report (EAR) diversion rate calculator for 2003 will not be available. The California Integrated Waste Management Board will inform all jurisdictions when the EAR is available and the Annual Report final filing date is set.

RECOMMENDATION: Discuss as needed. Note receipt and file.

IX. STAFF ACTIVITIES

1. SOLID WASTE DIVERSION ACTIVITIES

BACKGROUND: Recent program work areas since the July 27, 2004 meeting include:

- Coordinated Pollution Prevention Week, Sept. 19 25, with the Sept. 18 Milpitas Creek Clean up to include reuse, urban run-off and graffiti abatement messages and referral information. A City Proclamation declaring "P2Week" occurred at the Sept. 7 Council session. Outreach included one residential door hanger distribution on Sept. 6, one flyer "wrap" of the Milpitas Post on Sept. 9, one advertisement in the Milpitas Post on Sept. 16, and public service announcements Sept. 1 30.
- Produced Municipal Utility Bill insert (all bill cycles: Sept. 27 Nov. 15) announcing the collection schedules for Thanksgiving and holiday tree recycling (Jan. 3 14, 2005), which also provided space for graffiti abatement referral. Please note: there are no service interruptions for upcoming Christmas & New Years' holidays.
- Began research to combine America Recycles 2004 (a national campaign to recognize America Recycles Day) and holiday source reduction messages (a countywide campaign);
- Completed unit development and materials distribution for MUSD middle school expansion of the Recycling and Composting Project. Leadership and Special Education teachers will apply the lessons at both Rancho and Russell Middle Schools during the 2004-05 academic year.
- Produced *Reusable & Wet News*, a newsletter to science teachers in grades 4 8, which promoted teacher workshops, recycling assemblies offered by the City, and BFI minigrants.
- Reviewed BFI implementation and teacher applications for the BFI mini-grants to award \$3,500 to 7 elementary school science specialists.
- Completed planning and coordination for the Spangler School Beautification event on Sat., Oct. 23.
- Participated with City's Harvest Festival on Oct. 16 at Cardoza Park to include recycling services and source reduction ideas for the holidays;
- Reviewed commercial recycling route research and promotions objectives provided by BFI and began outreach planning for 2005;
- Conducted City/BFI monthly coordination meetings, including tracking response and resolution for agenda items;
- Attended County Public Education Subcommittee meetings;
- Attended County Solid Waste TAC meetings.

RECOMMENDATION: Note receipt and file.

- IX. ROUNDTABLE / ANNOUNCEMENTS
- X. FUTURE AGENDA ITEMS
- XI. ADJOURNMENT



RASRAC October 26, 2004

- 1. Agenda October 26, 2004
- 2. Unapproved Minutes for July 27, 2004
- 3. Item #1: Odor Action Plan
- 4. Item #2: Commission By-Laws
- 5. Item #3: Staff Activities: Pollution Prevention Week proclamation, Creek Clean-up Day flyers, grafitti bill stuffer, holiday collection bill stuffer, Reuseable & Wet News for Schools newsletter.